**CONFERENCE NOTES**

**Client:** Philip Morris

**Our Project Number:** 9901

**Meeting Date:** March 10, 1999

**Survey Team:**

| **Name:** | **Representing:** |
|---|---|
| Mr. William Albrecht | Manis & Associates |
| Mr. Wayne Manis | Manis & Associates |
| Mr. Dan Korman | KMG |
| Ms Janeen Barnard | KMG |
| Ms Felecia Stoker | KMG |
| Mr. Steve Sampson | PM USA |
| Mr. Cliff Yonce | PM USA |
| Ms. Nancy Conrad | PM USA |
| Mr. Greg Leonard | PM USA |
| Mr. Mike Balgley | PM Corporate Security |
| Ms Kati Otto | Burson-Marsteller |
| Mr. Kless Gyzen | Sako & Associates – → Rick ? |

**Purpose of the Meeting:**

Marlboro Racing School Program-Vizcaya Site Survey

**Noteworthy Comments:**

The survey team toured the Vizcaya, a potential off site venue, however there was no conference following the tour to discuss it. Mr. Gyzens' observations follow:

1. The Vizcaya is a 1914 Italian Renaissance style villa with numerous formal gardens, out buildings and fountains.

2. There was discussion on the use of the villa as an off site venue to provide a dinner to the guests. The guests could be brought there by bus and removed by boat or visa/versa. The visit would likely begin in the late afternoon during daytime and finish in the early evening after sunset. The guests would not be served alcohol during their visit.

Is anyone else at Vizcaya [illegible] we took list?)

2070815592

Source: https://www.industrydocuments.ucsf.edu/docs/lmkm0004

3. During our tour it was noted that there was a security staff of approximately six or seven guards on site. A guard on bike toured the parking lot and there was a golf cart available to



them as well. We were unable to meet with the curator to gather additional information on available security staff and/or measures.

4. The grounds of the Vizcaya have many secluded areas of gardens and water features in a several acre area. It is my opinion that the natural inclination for the guests would be one to explore the site.

5. Although we did not remain at the site until after sunset, I conducted a general survey of the lighting on the grounds. The locations and types of light fixtures makes it appears as though the lighting is designed primarily to accent the landscaping and features and may not to enhance safety and security.

6. The construction style of walkways and stairs is coral stone and other rough surface stone causing uneven walking surfaces. Some of the water features include narrow pools at ground level, approximately three (3) feet in depth and are not easy to see. These features combined with low level lighting may create a safety concern for guests.

7. It is my opinion that based on these observations, in order to reduce guest safety concerns, security staffing should be increased to an adequate number to allow them to observe the guests where ever they go on the grounds and point out areas of concern. Increased security staff would also reduce response time if someone were injured.

This constitutes my observations and if there are any changes, corrections or concerns please advice me as soon as possible by telephone at (847) 392-8000, fax at (847) 392-3501 or via e-mail at kgyzen@sakoa.com.

**SAKO & ASSOCIATES, INC.**

Kless Gyzen Jr.
Sr. Project Designer

2070815593

Source: https://www.industrydocuments.ucsf.edu/docs/lmkm0004